

Date: June 1, 1994

To: Donna Berenson
Norma Suter
Suzanne LeVan

From: Rodney Robinson

Subject: Merit Awards September Program--Catalog Lighter

The following provides you with the details surrounding the attached purchase requisitions for the Merit Awards lighter.

Program: Merit Awards September Program.

Drop Date: September 1, 1994

Blanket Requisition: This blanket requisition is for the total amount estimated for the program (113,000/\$285,890.00). This blanket requisition will be held in Purchasing as an internal document, for the purposes of approval signatures only. This will not be processed to Accounting or to the vendor.

"1st Release Against Blanket": This requisition represents 50% of the total order (56,500/\$142,945.00). Considering the lead time needed for this item (90 days), it was determined that we need to start the program with 50% of the estimated inventory.

Triple Bids: This item was triple bid among three vendors (Faro, IMG, and Polyflame). Faro was awarded the bid because they had the lowest price (see attached for details).

Please sign below as an indication that you approve the total dollar amount of \$285,890.00. Also, please sign the "1st Release Against Blanket" requisition that you approve purchasing 50% of the inventory at a cost of \$142,945.00.

Any future change orders drawn against the total amount (\$285,890.00) will be signed for approval by Purchasing, Bob Turo and Norma Suter.

As always, please call with questions.

Signatures: D. Berenson _____
N. Suter _____
S. LeVan _____

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